

EXPENSES CLAIM FORM

ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. Use a separate claim form per currency. All ICO expenses including mileage can be put on the same form using the category menu. Ensure category has been selected before entering data to the right of that column. *Mileage claims will compute when the mileage categories (at the bottom of the drop down list) are selected and the number of miles AND number of passengers have been entered.* Enter a reference number and scan/attach a receipt where the receipt number defaults to zero. Enter your name in cell D38 and approvers name in A44. DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

			NAME: Elizabeth Denham		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
21/04/17				Taxi to Airport	UK Travel & Accommodation 26001	1	N/A	N/A	20.00	NO PROJECT - 0000	120-26001-0000
29/04/17				Rail ticket from Victoria to Gatwick	UK Travel & Accommodation 26001	2	N/A	N/A	19.90	NO PROJECT - 0000	120-26001-0000
16/05/17				Taxi in London	UK Travel & Accommodation 26001	3	N/A	N/A	10.00	NO PROJECT - 0000	120-26001-0000
24/05/17				Snack in London	UK Subsistence & meals 26001	4	N/A	N/A	14.74	NO PROJECT - 0000	120-26001-0000
25/05/17				Coffee in London	UK Subsistence & meals 26001	5	N/A	N/A	4.50	NO PROJECT - 0000	120-26001-0000
20/05/17				Hosting: Dinner with [REDACTED]	Hosting and working lunches 26050	6	N/A	N/A	112.50	NO PROJECT - 0000	120-26050-0000
01/06/17				Taxi in London	UK Travel & Accommodation 26001	7	N/A	N/A	19.20	NO PROJECT - 0000	120-26001-0000
06/06/17				Coffee en route to Birmingham	UK Subsistence & meals 26001	8	N/A	N/A	4.90	NO PROJECT - 0000	120-26001-0000
06/06/17				Dinner in Warwick	UK Travel & Accommodation 26001	9	N/A	N/A	15.00	NO PROJECT - 0000	120-26001-0000
07/06/17				Lunch in Stafford	UK Travel & Accommodation 26001	10	N/A	N/A	9.00	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											
Taxis used in London as several meetings on the same day											

TOTAL EXPENSES INCURRED 229.74

Claimant declaration:

Elizabeth Denham

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

229.74

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

EXPENSES CLAIM FORM

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			NAME: Simon Entwisle		COST CENTRE: 120 - LEADERSHIP TEAM			Euro		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			EURO €	USE DROP DOWN LIST	CODE
17/05/17	05:00:00		Attending APPA workshop at CNIL offices, Paris		Overseas Subsistence & meals 26002	1	N/A	N/A	7.50	NO PROJECT - 0000	120-26002-0000
					Overseas Subsistence & meals 26002	2	N/A	N/A	10.40	NO PROJECT - 0000	120-26002-0000
				Taxi from Airport to hotel	Overseas Travel & Accommodation 26002	3	N/A	N/A	62.00	NO PROJECT - 0000	120-26002-0000
					Overseas Subsistence & meals 26002	4	N/A	N/A	1.75	NO PROJECT - 0000	120-26002-0000
					Overseas Subsistence & meals 26002	5	N/A	N/A	37.00	NO PROJECT - 0000	120-26002-0000
18/05/17					Overseas Subsistence & meals 26002	6	N/A	N/A	8.00	NO PROJECT - 0000	120-26002-0000
				Taxi from CNIL offices to restaurant	Overseas Travel & Accommodation 26002	7	N/A	N/A	25.00	NO PROJECT - 0000	120-26002-0000
19/05/17					Overseas Subsistence & meals 26002	8	N/A	N/A	25.30	NO PROJECT - 0000	120-26002-0000
					Overseas Subsistence & meals 26002	9	N/A	N/A	27.00	NO PROJECT - 0000	120-26002-0000
					Overseas Subsistence & meals 26002	10	N/A	N/A	30.00	NO PROJECT - 0000	120-26002-0000
				Invoice 834.44 euros three nights accommodation. Worldwide subsistence rate is 199.5 pn. Therefore claiming 598.50 euros							
					Overseas Travel & Accommodation 26002	11	N/A	N/A	598.50	NO PROJECT - 0000	120-26002-0000
20/05/17		11:30:00		Taxi from hotel to airport (shared)	Overseas Travel & Accommodation 26002	12	N/A	N/A	33.50	NO PROJECT - 0000	120-26002-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											

TOTAL EXPENSES INCURRED 865.95

Claimant declaration:	Simon Entwisle	CASH ADVANCE RECEIVED	80.00
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.		TOTAL CLAIMED/(REPAID TO FINANCE)	785.95

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

EXPENSES CLAIM FORM

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			NAME: Simon Entwisle		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
13/06/17	05:30:00		Attending Privacy Bridges Project, Dublin on 13 June and CIPL event on 14 June		Overseas overnight incidental allowance 26002		N/A	N/A	10.00	NO PROJECT - 0000	120-26002-0000
15/06/17		12:30:00			Overseas overnight incidental allowance 26002				10.00	NO PROJECT - 0000	120-26002-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
20/06/17	06:40:00	18:00:00	Attending EU Case handling workshop - TheMidland Hotel - 16 Peter Street - Manchester M60 2DS	Rail ticket	UK Travel & Accommodation 26001	1	N/A	N/A	7.80	NO PROJECT - 0000	120-26001-0000
21/-6/17	06:40:00	16:00:00		Rail ticket	UK Travel & Accommodation 26001	2	N/A	N/A	5.15	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											

TOTAL EXPENSES INCURRED 32.95

Claimant declaration:

Simon Entwisle

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CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

32.95

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			NAME: Simon Entwisle		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
11/05/17	05:30:00	11:30:00	Interview at Media City, Salford Quays	Refreshments for Simon Entwisle and [redacted] during briefing for interview	UK Provision of office cost 26001	1	N/A	N/A	5.00	NO PROJECT - 0000	120-26001-0000
11/05/17				Refreshments for Simon Entwisle and [redacted] during briefing for interview	UK Provision of office cost 26001	2	N/A	N/A	4.70	NO PROJECT - 0000	120-26001-0000
17/05/17	05:00:00		Attending APPA workshop at CNIL offices, Paris	Taxi from [redacted] to Manchester Airport	UK Travel & Accommodation 26001	3	N/A	N/A	30.00	NO PROJECT - 0000	120-26001-0000
17/05/17					UK Subsistence & meals 26001	4	N/A	N/A	3.20	NO PROJECT - 0000	120-26001-0000
17/05/17					Overseas overnight incidental allowance	N/A	N/A	N/A	10.00	NO PROJECT - 0000	120-26002-0000
18/05/17					Overseas overnight incidental allowance	N/A	N/A	N/A	10.00	NO PROJECT - 0000	120-26002-0000
19/05/17					Overseas overnight incidental allowance	N/A	N/A	N/A	10.00	NO PROJECT - 0000	120-26002-0000
20/05/17					UK Subsistence & meals 26001	5	N/A	N/A	4.70	NO PROJECT - 0000	120-26001-0000
20/05/17				Taxi from airport to Wilmslow office	UK Travel & Accommodation 26001	6	N/A	N/A	20.00	NO PROJECT - 0000	120-26001-0000
		11:30:00				#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											

TOTAL EXPENSES INCURRED 97.60

Claimant declaration:

Simon Entwisle

CASH ADVANCE RECEIVED

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TOTAL CLAIMED/(REPAID TO FINANCE)

97.60

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			NAME: Simon Entwisle		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
04.05.17	06:30:00		Attending ICO/DCMS meeting in London	Parking at Stockport Station	Parking & tolls 26001	1	N/A	N/A	7.00	NO PROJECT - 0000	120-26001-0000
04.05.17		17:05:00		Refreshments	UK Subsistence & meals 26001	2	N/A	N/A	6.00	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											

TOTAL EXPENSES INCURRED 13.00

Claimant declaration: Simon Entwisle
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

CASH ADVANCE RECEIVED
TOTAL CLAIMED/(REPAID TO FINANCE) 13.00

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

EXPENSES CLAIM FORM

ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. Use a separate claim form per currency. All ICO expenses including mileage can be put on the same form using the category menu. Ensure category has been selected before entering data to the right of that column. *Mileage claims will compute when the mileage categories (at the bottom of the drop down list) are selected and the number of miles AND number of passengers have been entered*. Enter a reference number and scan/attach a receipt where the receipt number defaults to zero. Enter your name in cell D38 and approvers name in A44.
DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

			NAME: Simon Entwisle	COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE		
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	INV:
	DEPARTURE	ARRIVAL									DOC:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			EURO €	USE DROP DOWN LIST	CODE
13/06/17	05:30:00		Attending Privacy Bridges Project Dublin 13 June and CIPL event 14 June	Refreshments	Overseas Subsistence & meals 26002	1	N/A	N/A	3.20	NO PROJECT - 0000	120-26002-0000
				Bus from airport to hotel	Overseas Travel & Accommodation 26002	2	N/A	N/A	7.00	NO PROJECT - 0000	120-26002-0000
				Refreshments	Overseas Subsistence & meals 26002	3	N/A	N/A	6.50	NO PROJECT - 0000	120-26002-0000
14/06/17				Refreshments	Overseas Subsistence & meals 26002	4	N/A	N/A	2.00	NO PROJECT - 0000	120-26002-0000
15/06/17				Taxi from hotel to airport	Overseas Travel & Accommodation 26002	5	N/A	N/A	19.60	NO PROJECT - 0000	120-26002-0000
				Refreshments	Overseas Subsistence & meals 26002	6	N/A	N/A	5.45	NO PROJECT - 0000	120-26002-0000
15/06/17		12:30:00		Refreshments	Overseas Subsistence & meals 26002	7	N/A	N/A	4.95	NO PROJECT - 0000	120-26002-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											
Received 100 Euros cash advance - returned 61.10 Euros to Finance 21.06.2017. Therefore cash advance used was 38.90 Euro											
TOTAL EXPENSES INCURRED									48.70		

Claimant declaration:

Simon Entwisle

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

CASH ADVANCE RECEIVED

38.90

TOTAL CLAIMED/(REPAID TO FINANCE)

9.80

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